

POLICE SERGEANT

DEFINITION:

Under supervision of the Police Captain, the Police Sergeant is an experienced sworn peace officer who supervises line personnel, manages various police programs and provides all aspects of general law enforcement services to the community.

CLASS CHARACTERISTICS:

This is a supervisory sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. Principal Duties include supervision of police personnel and management of various work programs or divisions within the police department. Police Sergeants are also expected to perform field duties relating to response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgement, and discretion is required of incumbents to develop, maintain, and successfully perform supervisory tasks in a community oriented, problem solving approach to policing.

IMPORTANT AND ESSENTIAL DUTIES:

1. Plans, organizes, assigns, directs and reviews staff and activities during an assigned shift or in an assigned function.
2. Assists in the development of department goals, objectives, policies, procedures, performance standards and annual budget, and manages programs or department divisions which are under their control.
3. Ensures the equitable implementation of laws, ordinances, policies, procedures and performance standards.
4. Maintains discipline and communicates and interprets policies and procedures to department personnel.
5. Responsible for the productivity and morale of assigned staff, assists and counsels staff to perform their functions properly, evaluates staff based on performance standards.
6. Sergeants assigned to the Patrol Division perform as Watch Commanders who are responsible for police department operations in the absence of higher ranking officers.
7. Reviews a variety of police reports and other documents to ensure that they are completed in a proper and timely fashion, and that corrections are made when necessary.

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IMPORTANT AND ESSENTIAL DUTIES (Continued):

8. Communicates with and contacts members of the community to ensure that quality customer service is rendered and investigates citizen complaints regarding police personnel or procedures.
9. Confers with and provides assistance to other City staff.
10. Participates in the selection of assigned personnel and monitors their training and professional development.
11. Represents the City in meetings with other law enforcement agencies, professional, business, and community organizations.
12. Maintain holding cell facility.
13. Coordinate P.O.S.T. training.

OTHER JOB RELATED DUTIES:

1. Assist officers and performs all duty requirements of police officers and corporals.
2. Performs other related duties as assigned.

PHYSICAL DEMANDS:

1. Standing: Police sergeants stand while taking police reports, communicating with citizens and also while directing traffic. They also stand at the scene of traffic accidents, crimes and often stand while awaiting information at a hospital after a traffic accident has occurred. Police sergeants stand while booking prisoners in a jail or detention facility or while confronting suspects/citizens during the normal course of duty.
2. Walking: Sergeants walk while going to a home, business or site of an incident where they take reports. Sergeants also walk while returning to their patrol cars. Sergeants walk while in the police facility on police business such as filing a report, attending briefings or during training programs.
3. Sitting: Sergeants spend a great deal of time sitting in their office or while driving a patrol car or other police vehicle. The majority of the sergeant's time is spent in this manner. Occasionally, people will invite sergeants to sit down while they are taking a report.

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PHYSICAL DEMANDS (Continued):

- or Sergeants may also sit while waiting at a hospital during the treatment of arrested persons while conducting training or performing office tasks and report writing at the police facility.
4. Stooping/Bending: Stooping and bending are necessary if sergeants are at the site of a crime in progress. Stooping or bending may also be needed to take a position of cover or concealment. Sergeants may find it necessary to pick up an uncooperative prisoner or may find it necessary to assume awkward positions in order to place a person in a patrol car.
 5. Lifting: Sergeants may have to pick up prisoners if the prisoner is not cooperative as in the case of a prisoner under the influence of drugs or alcohol. On occasion it might be necessary to assist another officer in carrying a prisoner. They may carry a person weighing more than 200 pounds. Sergeants may have to lift items of evidence or recovered stolen property such as televisions sets, computers, stereos, bicycles etc.
 6. Carrying: This would be the same as lifting. Sergeants also carry a briefcase. They also carry weapons on their duty belts, these belts may weight from 15 to 30 pounds when equipped with portable radio, handcuffs, batons, flashlights, and extra ammunition.
 7. Pushing/Pulling: Sergeants may find it necessary to push stalled cars out of the roadway to avoid traffic hazards. Pushing and pulling might also be involved while dealing with uncooperative or combative prisoners.
 8. Balancing: Sergeants need to be able to balance while walking on a roof or fence or while going over ledges when trying to get someplace where a criminal suspect may be. Sergeants may also find it necessary to climb ladders. Sergeants have to demonstrate balance as part of a field sobriety examination associated with suspected drunk driver arrests.
 9. Climbing: Sergeants may find it necessary to climb fences and ladders while pursuing a prospective criminal. They may have to climb to get into a yard in order to cover the back of a house when there is a reported crime in progress. They will also climb stairs to access all parts of the police facility.
 10. Twisting/Turning: Twisting and turning activities might occur while wrestling a prisoner in an attempt to restrain him/her. Twisting and turning might also occur while searching buildings and vehicles or while searching collapsed buildings or other structures for victims of an earthquake or other disaster.
 11. Kneeling: This would be the same as crouching and crawling. This activity may also be necessary in the identification and collection of evidence at a crime scene.
 12. Reaching: Reaching may be involved in restraining an uncooperative prisoner who is climbing.

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PHYSICAL DEMANDS (Continued):

13. Manual Dexterity: It is necessary for a sergeant to handle a firearm, a radio, restrain prisoners, utilize handcuffs, investigate crimes and handle evidence.
14. Speed: Sergeants work at their own pace. However, when assigned an urgent or emergency call for service, they would need to respond as quickly as possible in order to complete the call and be ready for another call for service. The Police Department has established certain calls for service as Priority 1 calls for service. These types of calls are most often life threatening and require a five minute or less response.
15. Talking/Hearing: It is necessary for sergeants to have the ability to talk and hear since they must be in constant communications, on their two way radios, with the police dispatch center. Sergeants need to know the police radio code system and need the ability to listen and write at the same time. Sergeants also talk, hear and effectively communicate with citizens over the telephone.
16. Seeing: Good vision is a requirement of the job. Sergeants need to be alert at all times for weapons which a suspect may be carrying. Peripheral vision is required in this type of work. Good vision is each eye correctable to 20/30. In addition, sergeants must possess a full spectrum of color vision in order to differentiate vehicle colors, clothing descriptions, etc.
17. Running: Sergeants would run to catch a person suspected of committing a crime. Sergeants might also run to come to the aid of a victim or fellow officer.
18. Kicking: Sergeants may have to kick a door open to gain entry into a structure in order to effect an arrest or render life saving first aid.

ENVIRONMENTAL CONDITIONS:

1. Inside 50 percent, outside 50 percent (including time spent in a patrol or other police vehicle.)
2. Temperature/Weather: Sergeants can be exposed to all types of weather conditions. It is not uncommon to be exposed to very cold, damp or wet conditions outside at night or very hot and dry conditions during the day.
3. Noise/Vibration: Sergeants are exposed to the noise of the police radio at all times. Sergeants patrol with the police car windows down in order to hear outside sounds, such as cries for assistance. Sergeants using a siren in a police car are exposed to higher than normal decibel noise. Sergeants are exposed to sounds of gun fire during training exercises, or when involved in a shooting situation while working an assignment..

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ENVIRONMENTAL CONDITIONS (Continued):

4. Hazards:
 - a. Mechanical: There is a possibility of being hit by an automobile while stopping traffic. There is also a possibility of weapons malfunctioning.
 - b. Electrical: Sergeants respond when there is an electrical line down and may be exposed to the possibility of electrical shock.
 - c. Burns: Sergeants may be exposed to small burns resulting from lighting flares at traffic accidents. The police also respond to fire calls and, on occasion, may prior to the Fire Department arriving, check buildings which are on fire to determine if anyone is inside.
 - d. Explosives: Sergeants may be exposed to explosives when responding to bomb threats. If the police are the first ones on the scene of a bomb threat, they could be required to conduct a search of the structure or area and begin a criminal investigation.
 - e. Radiant Energy: Sergeants may be exposed to X-Rays while accompanying a prisoner in need of treatment to the hospital.
 - f. Other: Sergeants stand the risk of being shot at by criminals, or people under the influence of drugs/alcohol. Sergeants may come into contact with a variety of unknown drugs which may enter the system by inhalation or through skin pores. Sergeants may also be exposed to contagious diseases through contact with infected persons. Diseases may be transmitted to officers by exchange of body fluids, such as at traffic accident scenes, by a contaminated suspect biting the sergeant, or by a sergeant giving mouth to mouth resuscitation. Sergeants may also be physically injured during confrontations with suspects or prisoners.

ATMOSPHERIC CONDITIONS:

1. Fumes: Sergeants may be exposed to fumes in industrial areas and from automotive exhaust. Sergeants may also be exposed to fumes while testing suspected drugs or while processing a crime scene.
2. Mist: Sergeants may be exposed to early morning mist while working a patrol assignment.
3. Gases: Sergeants are often exposed to the odor of gasoline, often while at accident scenes, or while refueling a police car which must be done on each shift. Sergeants may choose to carry tear gas. All officers must go through training which often includes inhalation of tear gas.

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ATMOSPHERIC CONDITIONS: (continued):

4. Ventilation: As indicated, sergeants work in a patrol car with the window open most of the time.
5. Odors: Sergeants are exposed to many odors while patrolling industrial areas.
6. Dust: Sergeants are exposed to normal and environmental dust throughout their careers.

FLOOR SURFACES:

1. Officers stand on a variety of surfaces while performing their jobs. These include cement, asphalt, dirt, uneven dirt fields, gravel, linoleum, tile, and carpet , among others.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Patrol car
2. Car radio
3. Car and station computers/printers
4. Hand-pack radios
5. Hand guns, shot guns, and in some cases, rifles
6. Handcuffs
7. Bullet-proof vests
8. Uniforms
9. Keys to a variety of City locks
10. Report forms, pencils and pens
11. Copy machines
12. Fax machines
13. Batons, short batons, saps
14. Citation books
15. Tape recorders/video cameras
16. Chemical agent weapons
17. Ammunition
18. R.A.D.A.R. guns
19. Gasoline pumps
20. Chemical reagents

ADDITIONAL COMMENTS:

The work of sergeants may be dangerous. Sergeants go from being seated in a docile position in their police cars to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time.

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QUALIFICATIONS:

Knowledge of:

1. Advanced law enforcement terminology, concepts, and department policies and performance standards.
2. Criminal law and appropriate court decisions, including those relating to supervision, civil liability, and P.O.S.T. training standards.
3. Supervisory principles and methods, including goal setting, training, teamwork, and problem solving.

Ability to:

1. Interpret and apply complex laws, procedures, and policies.
2. Make rapid, sound judgments within legal and procedural guidelines.
3. Interpret and implement policies, procedures, goals, objectives, and performance standards and objectively evaluate personnel with respect to these standards.
4. Establish and maintain effective work relationships with those contacted in the course of work.
5. Prepare and present in-service training material to all Department members.
6. Supervise, foster teamwork and motivate personnel toward achieving the Department's Mission.
7. Analyze problems, evaluate alternatives, and recommend solutions.
8. Direct emergency operations effectively and efficiently.

Other Requirements:

1. Must possess a valid California Drivers License and have a satisfactory driving record.
2. Must have successfully completed the probationary period as a Police Officer with the Morgan Hill Police Department.
3. Must possess a P.O.S.T. Intermediate Certificate.